

EAST OF THE RIVER ARTS INITIATIVE

D.C. Commission on the Arts & Humanities

APPLICATION GUIDELINES FOR ORGANIZATIONS FY 2006

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D.C. Commission on the
Arts and Humanities
410 8th Street, NW, # 5
Washington, DC 20004
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Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams,
Mayor



Deadline

Wednesday, June 22, 2005 at 7:00 PM

All applications must be received at the Commission by this time.

Required East of the River Arts Initiatives Workshops

- **Tuesday, May 31, 2005**
Penn Branch Municipal Services Center
3232 Pennsylvania Avenue, SE, Washington, DC
- **Tuesday, June 7, 2005**
D.C. Commission on the Arts and Humanities, 12:00-2:00 PM
410 8th Street, NW, Fifth Floor, Washington, D.C.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

About the East of the River Arts Initiatives Program

The D.C. Commission on the Arts and Humanities, with support from the National Endowment for the Arts (NEA), is awarding non-matching grants to organizations for arts activities in underserved communities. An underserved community, as defined by the NEA, is one in which people genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, sociopolitical, physical, or other demonstrable reasons. The Commission's East of the River Arts Initiative program focuses on arts activities east of the Anacostia River ("East of the River"). The program seeks to develop arts organizations by strengthening organizational structures, developing audiences, and increasing arts presentations East of the River. Eligible projects include support for arts activities, programs and managerial staffing assistance.

Eligibility

To be eligible, an organization must have a principal operating facility east of the Anacostia River (Wards 7 & 8) in the District of Columbia. Organizations must also have both federal (IRS) and D.C. tax-exempt status by the application date and have a representative attend one of the required workshops. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Incomplete application will not be forwarded to panel for review.

Required Workshop (see dates above)

All applicants must attend one of the two workshops listed under required Workshop (above). The workshop must be attended by the project director or a designated representative. The workshop will provide an opportunity to ask questions and help applicants prepare a more competitive application. A document verifying workshop attendance will be distributed. One copy of the workshop attendance verification document must be included with the application.

Proveemos asistencia en ESPAÑOL con previo aviso.

Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Funding Categories

Eligible organizations may apply in either or both categories listed below. Grantees will be required to regularly attend Technical Assistance workshops designed to assist in the development of action steps that will strengthen that organization's overall infrastructure. The meetings will also help to expand the grantees' knowledge of resources available to them as members of the District of Columbia's arts community. The grant amount limits are indicated beside each category.

- **CATEGORY 1: Managerial and Staffing Assistance Up to \$20,000**

Eligible organizations may apply for funds to strengthen their managerial and financial capabilities to ensure long-term viability. Eligible proposals include, but are not limited to: funding for a staff position or the consulting fee for a management expert to enhance the functioning of the organization's arts programs. Organizations are especially encouraged to apply for development staff positions that will continue beyond the grant period. Applicants must indicate in the project description the long-term impact of the project on the organization.

- **CATEGORY 2: Arts Presentations and Activities Up to \$5,000**

Eligible organizations may apply to present arts activities in the District. Priority will be given to activities that take place in the target area east of the Anacostia River. Eligible projects include, but are not limited to: festivals, concerts, visual arts exhibitions, literary readings, performances, etc.

Grant Period/Notification

The grant period is October 1, 2005 through September 30, 2006. All projects and activities proposed must take place within those dates. Grantees are required to document project expenses incurred within the grant period and present final narrative and financial reports. The maximum grant amounts are indicated under FUNDING CATEGORIES (above). There is no matching requirement.

Notifications on grant decisions will be mailed to all applicants after October 15, 2005. Grants awarded for FY 2006 must be spent between October 1, 2005 and September 30, 2006. A Final Report will be due by October 15, 2006. All former grantees are required to have submitted any outstanding Final Reports to be considered for funding.

Evaluation Criteria

The Commission will review and evaluate applications based on the following criteria:

- proposal feasibility
- artistic merit
- community impact
- managerial capability
- financial capability

Priority will be given to arts presentations and activities planned to occur east of the Anacostia River.

Applicants are strongly encouraged to take the opportunity to make a five-minute presentation to the panel as a part of the review process. Applicants that have taken advantage of this optional presentation opportunity have been highly successful in obtaining grants. To schedule a presentation, please call the Arts Commission at (202) 724-5613 after the deadline date. Grant award recipients are also subject to evaluation and/or site visit(s) by the Commission during the grant period. More details on the evaluation criteria can be found on pages 19-20 in the FY2006 Guide to Grants booklet.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

EOR**2006****East of the River Arts Initiative**Application form for **Organizations****APPLICATION DEADLINE:**
Wednesday, June 22, 2004 at 7:00 p.m.**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments) and **9 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.****To complete the following information, please refer to codes in the Guide to Grants (page 10-14):**

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Type of Activity: _____ Project Discipline: _____

Amount Requested: _____

Category(check one):

Presenting: ☐Managerial/Staffing: ☐

Organization's Legal Name _____

Address (P.O. Box not Accepted) _____

WDC, Zip Code _____ Applicant Ward #: _____

Telephone: _____ Fax: _____

Federal ID #: _____ DC Tax Exempt #: _____

Date Founded: _____ Date Incorporated: _____

Email: _____ Website: _____

Organization Contact: _____

Title: _____

Telephone: _____ Fax: _____ Email: _____

Project Director: _____ Telephone: _____

Project Director Title: _____

Project Beginning Date: _____ Project End Date: _____ Project Ward # (s): _____

PROJECT SUMMARY (up to 30 words, use only the space provided)

Project Expenses: \$ _____

Project Income: \$ _____

Previous Year Total Expenses: \$ _____

Previous Year Total Income: \$ _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

Indicate work sample submitted (i.e. 1 videotape, 10 slides etc.): _____

PLEASE ATTACH THE ITEMS ON THE EOR CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

Signature of Executive or Managing Director _____ Date _____

EOR

Category 1: Budget Overview

2006 EXPENSE PROJECTION	PAST YEAR 2004	CURRENT YEAR 2005	GRANT YEAR 2006	PROJECTION 2007
PERSONNEL				
Administrative				
Artistic				
Technical Production				
OUTSIDE FEES AND SERVICES				
Artistic				
Other				
Space Rental				
TRAVEL				
MARKETING				
OPERATING EXPENSES				
Equipment				
Supplies				
Utilities				
Other				
CAPITAL EXPENDITURES				
Acquisitions (e.g., art)				
Other (e.g., property)				
TOTAL EXPENSES				
INCOME PROJECTION	PAST YEAR 2004	CURRENT YEAR 2005	GRANT YEAR 2006	PROJECTION 2007
REVENUE				
Admissions				
Contracted Services				
Other				
PRIVATE SUPPORT				
Corporate				
Foundation				
Other				
GOVERNMENT SUPPORT				
Federal				
Regional				
Local				
APPLICANT CASH				
GRANT AMOUNT REQUESTED				
TOTAL INCOME				

(*) Anticipated proceeds from this application should be included under Grant Amount Requested and not in this space.
 Note: Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

EOR

2006

Category 2: Project Budget

PERSONNEL

Administrative

Artistic

Technical Production

REVENUE

Admissions

Contract Services

Other

OUTSIDE FEES AND SERVICES

Artistic

Other

Space Rental

PRIVATE SUPPORT

Corporate

Foundation

Other

TRAVEL

GOVERNMENT SUPPORT

Federal

Regional

Local*

MARKETING

OPERATING EXPENSES

Equipment

Supplies

Utilities

Disability Access

Other

APPLICANT CASH

SUBTOTAL

GRANT AMOUNT
REQUESTED

TOTAL EXPENSES

(Must Match Total Income)

TOTAL INCOME

(Must Match Total Expenses)

*Anticipated proceeds from this application should not be included in this line, but under Grant Amount Requested.

Notes:

- Provide a detailed project budget narrative. Break out and explain all line items in the project budget.
- Use up to one page.
- Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include 10 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 10 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include videotape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audiotape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcart@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

EOR

2006

Application Checklist – Organizations Category 1

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see pages 9-15 of the Guide to Grants

<p align="center">All Applicants Include:</p> <p><input type="checkbox"/> Optional Survey (see page ____ of the Guide to grants)</p>	
<p><input type="checkbox"/> This Checklist</p> <p><input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.</p>	
<p><input type="checkbox"/> A narrative (up to 2 single spaced pages) including a brief history of the organization, the goals of the project, the timetable, the location of the project, a statement regarding the long-term impact the funding will have on the development of the organization, the project's impact on the community, how your programs are made accessible to persons with disabilities, and a statement on how project goals will be accomplished.</p>	
<p><input type="checkbox"/> Resume of the staff person and/or a position description that explains the duties and responsibilities of each prospective employee or consultant, if applicable.</p>	
<p><input type="checkbox"/> An organizational staffing chart, highlighting the staff position(s) for which funding is requested, if applicable.</p>	
<p><input type="checkbox"/> Accomplishments - FY '05 EOR grantees should briefly list the accomplishments of the funded project and related activities. Use up to one page. Provide supporting documentation as appropriate.</p>	
<p><input type="checkbox"/> A list of board members and their arts affiliation(s).</p>	
<p><input type="checkbox"/> Resumes of project director and key artistic and administrative personnel.</p>	
<p><input type="checkbox"/> A detailed project budget, including expense and income projections. (Project budget for Category 2 and general organizational budget for Category 1).</p>	
<p><input type="checkbox"/> A budget narrative describing each line item. Purchase of equipment with grant funds of \$500 or more per unit with a life expectancy of more than two years is not allowable.</p>	
<p><input type="checkbox"/> An accessibility plan describing organization's accessibility services and how the projects are made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information.</p>	
<p><input type="checkbox"/> A 2005 financial statement signed by the fiscal officer of the organization submitting the application. If 2005 is not available, submit 2004. Also, please include a projected budget and expenses for 2006 and for 2007.</p>	
<p><input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)</p>	
<p><input type="checkbox"/> Support Materials - Up to four (4) different types of written support materials such as press clippings, sample programs, brochures, letter(s) of community support, etc.</p>	
<p>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</p>	
<p><input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.</p>	
<p><input type="checkbox"/> Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.</p>	
<p><input type="checkbox"/> A self-addressed stamped envelope with proper postage for return of work sample.</p>	
<p><input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</p>	

EOR

2006

Application Checklist – Organizations

Category 2

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see pages 9-15 of the Guide to Grants

<p align="center">All Applicants Include:</p> <p><input type="checkbox"/> Optional Survey (see page ____ of the Guide to grants)</p>	
<p><input type="checkbox"/> This Checklist</p> <p><input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.</p>	
<p><input type="checkbox"/> A project description (up to 2 single spaced pages) that includes the goals of the project, the timetable, the location of the project, identification of the targeted community, how your programs are made accessible to persons with disabilities and a statement regarding how the project will impact the community for which the project is intended.</p>	
<p><input type="checkbox"/> Resume of the staff person and/or a position description that explains the duties and responsibilities of each prospective employee or consultant, if applicable.</p>	
<p><input type="checkbox"/> An organizational staffing chart, highlighting the staff position(s) for which funding is requested, if applicable.</p>	
<p><input type="checkbox"/> Accomplishments - FY '05 EOR grantees should briefly list the accomplishments of the funded project and related activities. Use up to one page. Provide supporting documentation as appropriate.</p>	
<p><input type="checkbox"/> A list of board members and their arts affiliation(s).</p>	
<p><input type="checkbox"/> Resumes of project director and key artistic and administrative personnel.</p>	
<p><input type="checkbox"/> A detailed project budget, including expense and income projections. (Project budget for Category 2 and general organizational budget for Category 1).</p>	
<p><input type="checkbox"/> A budget narrative describing each line item. Purchase of equipment with grant funds of \$500 or more per unit with a life expectancy of more than two years is not allowable.</p>	
<p><input type="checkbox"/> An accessibility plan describing organization's accessibility services and how the projects are made accessible for participants with disabilities. Refer to page 9 of the Guide to Grants for more information.</p>	
<p><input type="checkbox"/> A 2005 financial statement signed by the fiscal officer of the organization submitting the application. If 2005 is not available, submit 2004. Also, please include a projected budget and expenses for 2006 and for 2007.</p>	
<p><input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)</p>	
<p><input type="checkbox"/> Support Materials - Up to four (4) different types of written support materials such as press clippings, sample programs, brochures, letter(s) of community support, etc.</p>	
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<p><input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</p>	

Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
 International: _____
 Presenting/Touring: _____
 Technology: _____
 Youth at Risk: _____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>